How to Change Your Password using Employee E-mail:

1. Once you have logged into email, click on the Option icon at the bottom.

2. After clicking on Options, scroll down until you see “Change Password”.

3. A new window (or tab) will open showing the following page. Fill in your logon (NetID) and current password. Enter your new password in the last two fields and click OK.

4. You should then see a “Password successfully changed” message.